



CANNON BUILDING  
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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

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<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF ARCHITECTS</b>
<b>MEETING DATE AND TIME:</b>	<b>Wednesday, November 6, 2013 at 1:30 p.m.</b>
<b>PLACE:</b>	<b>861 Silver Lake Blvd., Conference Room B, Second floor, Dover, Delaware</b>
<b>MINUTES APPROVED:</b>	December 4, 2013

**MEMBERS PRESENT**

Kenneth Freemark, RA, Professional Member  
Kevin Wilson, RA, Professional Member, Secretary  
Prameela Kaza, Public Member  
Richard Wertz, RA, Professional Member  
Peter H. Jennings, RA, Professional Member  
John Mateyko, RA, Professional Member, President  
Elizabeth Happoldt, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Jennifer Singh, Deputy Attorney General  
Meaghan Jerman, Administrative Specialist II  
Robert Powers, Administrative Specialist II

**ABSENT**

Joseph Schorah, Public Member

**OTHERS PRESENT**

Nancy Payne, AIA Delaware

**Call to Order**

Mr. Mateyko called the meeting to order at 1:40 p.m.

**Review and Approval of Minutes**

The Board reviewed the minutes of the October 2, 2013 meeting. Ms. Kaza made a motion to accept the minutes as presented, seconded by Mr. Jennings. The motion passed unanimously.

**Unfinished Business**

Discussion on Regulation Changes to Address Requests for Extensions to Complete Continuing Education

The Board decided to table this item until the December meeting.

Discussion on Regulation Changes to Include the Use of Electronic Seals

Mr. Jennings reported that NCARB has updated their website detailing what other states have done regarding electronic seals and he has looked at a few. According to the Board, most architects in Delaware use ink stamps. Ms. Singh agreed that changing to a digital stamp would be a simple rules and regulations change. The Board decided to table this until the next meeting when the members have had more time to read what is on the NCARB website.

Discussion on Comments/Feedback Provided to the City of Wilmington

Mr. Wilson distributed his comments, via Ms. Jerman, to the City of Wilmington. Mr. Wilson briefed the Board on those comments and will continue to be the point of contact for the Board to the City of Wilmington.

Final Denial of Application - Daniel Bierzonski

Ms. Jerman reminded the Board of Mr. Bierzonski's application that was proposed to deny at their September meeting. The Division has not received any comments or requests for a hearing from Mr. Bierzonski. Mr. Wertz made a motion for final denial of Mr. Bierzonski's application which Ms. Kaza seconded. The motion carried unanimously.

**New Business**

Review Draft Project Agreement from Delaware Tech for Service Learning Project with the Ocean View Historical Society

The Board reviewed the draft project agreement between Delaware Tech and the Ocean View Historical Society. The Board discussed the agreement and its consistencies with what the Board and Delaware Tech agreed upon within the Memorandum of Understanding (MOU). Mr. Mateyko expressed concern with the agreement as he feels the original intent of the project was to be academic and the current contract is for a real world project. Mr. Freemark shared that he feels that the current proposal is in violation of the MOU. The Board decided to table this matter until the December meeting and suggested that Mr. Pedersen attend the meeting. Mr. Wertz made motion, seconded by Mr. Freemark to have Mr. Pedersen attend the next meeting to address the Board and clarify potential irregularities. The motion carried unanimously.

Review Request from Michael Looney for Extension to Complete Continuing Education Requirements

Mr. Looney submitted a letter to the Board requesting an extension of time to complete his continuing education requirements. The Board reviewed his correspondence. The Rules and Regulations clarify that requests for extensions need to be received prior to the July 31<sup>st</sup> renewal date. Pursuant to 6.5.3 and 6.4 in the Board's regulations, Mr. Looney's request was received beyond the expiration of the licensing period. Mr. Mateyko made a motion to deny Mr. Looney's request for an extension pursuant to 6.5.3 and 6.4, seconded by Ms. Happoldt. The motion passed unanimously.

Review Hearing Officer Recommendations

George Badger

The Board reviewed the Hearing Officer Recommendation of George Badger. Ms. Singh explained Mr. Badger's Recommendation. Ms. Happoldt made a motion to accept the Hearing Officer recommendation as presented, seconded by Ms. Kaza. The motion passed unanimously.

Leonard Messina

The Board reviewed the Hearing Officer Recommendation of Leonard Messina. Ms. Singh explained the Recommendation of Mr. Messina. Ms. Happoldt made a motion to accept the Hearing Officer recommendation as presented, seconded by Mr. Jennings. The motion passed unanimously.

Mark Wiedmann

The Board reviewed the Hearing Officer Recommendation of Mark Wiedmann. Ms. Singh explained the Hearing Officer Recommendation to the Board in detail. Mr. Jennings made a motion to accept the Hearing Officer recommendation as presented. Mr. Wilson seconded. The motion passed unanimously.

Albert Thackrah

The Board reviewed the Hearing Officer Recommendation of Albert Thackrah. Ms. Singh explained the recommendation. Mr. Wilson made a motion to amend the recommendation to eliminate the recommended discipline of suspension, seconded by Mr. Wertz. The motion passed unanimously.

Discussion on Request from Clark Neuringer

Ms. Singh provided a history of Mr. Neuringer's case. Ms. Singh inquired if the Board would still like Mr. Neuringer to attend a hearing even if he comes into compliance with his 2012 Board Order. The Board agreed that they would like for Mr. Neuringer to come before the Board for a Rule to Show Cause hearing. Mr. Neuringer is asking that the board now waive his 2012 fine due to financial and personal hardship. Ms. Singh explained the options of the Board. The Board decided to move forward with the rule to show cause hearing and have Mr. Neuringer submit his mitigating evidence at that time.

New Complaints Assigned to a Contact Person

There were no new complaints.

Ratification of Certificate of Authorization Applications

Mr. Wertz made a motion, seconded by Mr. Jennings to ratify the Certificate of Authorization issued to Fox Architectural Design, P.C.; The Pettit Group, LLC; and C.L. Helt Architect Inc. The motion carried unanimously.

Ratification of Reciprocity Applications – NCARB Certificate

Mr. Freemark made a motion, seconded by Mr. Wertz to ratify the listing of issued licenses to NCARB Certified architects by reciprocity. The motion carried unanimously.

Thomas Tyler	Perry Petrillo	Eric Ratts
Greg Omo	Richard Connell	
Richard Thompson	Sean Beachy	

**Review of by Re-Application by NCARB**

Brendan Murray

Mr. Wilson reviewed Mr. Murray's application. Mr. Wilson confirmed that Mr. Murray's continuing education is complete and his application is ready for licensure. Mr. Wilson made a motion to grant licensure to Mr. Murray, seconded by Mr. Freemark. The motion carried unanimously.

Harry Rutledge

Mr. Wilson reviewed Mr. Rutledge's application. Mr. Wilson confirmed that Mr. Rutledge's continuing education is complete and his application is ready for licensure. Mr. Wilson made a motion to grant licensure to Mr. Rutledge, seconded by Mr. Freemark. The motion carried unanimously.

**Review of by Application by Direct Application – Mark Conville**

Mr. Wilson reviewed the application of Mr. Conville. Mr. Conville has a Bachelor's of Architecture from Drexel University and meets the requirements for licensure. Mr. Wilson made a motion to grant licensure to Mr. Rutledge, seconded by Mr. Freemark. The motion carried unanimously.

**Other Business Before the Board (for discussion only)**

Ms. Jerman asked the board about their preference for the January 2014 meeting as the current schedule would put the meeting on January 1, 2014. The board agreed to meet on Wednesday, January 15, 2014. Ms. Jerman also discussed the post-renewal audits that would be sent out in December. The Board confirmed that they would like 10% of licensees to be audited in addition to any licensees who have been previously non-complaint with the audit.

Mr. Mateyko also brought up creating an outreach program, specifically a newsletter. Mr. Powers stated that he'd be heading that up, but would need input on content from the board members.

**Public Comment**

There was no public comment.


**Next Scheduled Meeting**

The next meeting will be held on December 4, 2013 at 1:30 p.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**Adjournment**

With no further business before the board, Mr. Freemark made a motion to adjourn the public meeting, seconded by Mr. Jennings. The motion carried unanimously. The meeting adjourned at 3:20 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Meaghan Jerman".

Meaghan Jerman  
Administrative Specialist II